

CITY OF PROSSER, WASHINGTON
POSITION DESCRIPTION

Title: City Clerk
Department: City Clerk
Reports to: City Administrator

FLSA: Exempt
Union Status: Non-Union
Date: February 2008

GENERAL PURPOSE

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City Government. Responsible for the management and preparation of City Council information. Serves as Public Records Officer and Records Custodian for the City.

SUPERVISION REQUIRED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over clerical staff and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records.

Directs and oversees the City's records management and retention program citywide; conducts records management and retention training sessions for personnel citywide; serves as technical expert in the area of records management and retention.

Develops procedures for the protection, identification, and recovery of vital records; directs the recovery of records damaged or destroyed in the event of a disaster.

Prepares agendas, minutes, Council packets, and other associated documents; attends work sessions, special meetings, and City Council meetings as appropriate; directs the maintenance of Prosser Municipal Code to ensure comprehensive and cohesive compilation of City laws.

Drafts legal advertising notices and special meeting notices for distribution to the Mayor, Council Members, and Department Directors in accordance with regulations as set forth in the Revised Code of Washington and Washington Administrative Code; contacts Council Members and others as necessary by telephone and email to provide reminders of special meetings or changes in meeting times.

Assures compliance with the Open Public Meetings Act, public notice requirements, and all legal requirements associated with public records; functions as Public Records Officer citywide; manages all responses and coordinates requests for official City records.

Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes in proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Prepares and advertises bids; conducts bid openings.

Administers the issuance of municipal licenses and registrations, including business, animal, and various other regulatory licenses as assigned in accordance with applicable City ordinances and other regulations.

Performs tasks related to website maintenance citywide to ensure site is current at all times; recommends and implements changes or updates to the website which are beneficial to the community.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.

Prepares a variety of studies, reports and related information for decision-making purposes.

Administers Oath of Office to public officials.

Serves as a Notary Public.

Performs all other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

May serve as staff on various boards, commissions, and committees.

Serves as backup to other related accounting and clerical positions as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a college or university with a bachelor's degree in business management, records management, public administration, or a closely related field, and,
- B. Four years of related experience; or,
- C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

PREFERRED CRITERIA

- A. Municipal Clerk Certification
- B. Proficiency in Information Systems cooperative strategies

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Working knowledge of the principals and practices of modern public administration; extensive knowledge of the office practices and procedures;
- B. Working knowledge of Washington State Public Disclosure Act; knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; knowledge of archival procedures for document cataloging, indexing, and retrieval;
- C. Working knowledge of Washington State Open Meetings Act; ability to comply with posting and publication guidelines and requirements;
- D. Skill in operation of listed tools and equipment; and,
- E. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, public officials, and citizens and other members of the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise workers and assigned staff.

SPECIAL REQUIREMENTS

Must be bondable.

Must possess and be able to maintain a valid Washington State Driver's License.

Must possess and be able to maintain a Notary Public certification, or ability to obtain certification within six months.

Attendance at evening and some weekend meetings required.

TOOLS AND EQUIPMENT USED

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Interruptions and distractions may be frequent.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____

Date _____

I have read the above position description as it applies to the position for which I am employed and hereby verify that I understand what is expected of me in relation to my employment with the City of Prosser, Washington. I verify that I can perform the essential functions of the job with or without reasonable accommodations.

Signed _____

Date _____